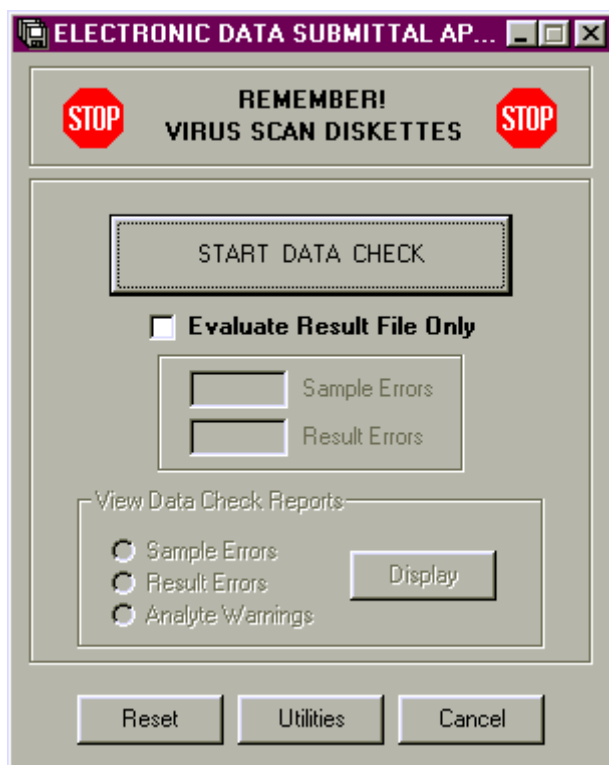


ELECTRONIC DATA SUBMITTAL APPLICATION (EDSA) USER'S MANUAL

July 1999



Developed for the Site Remediation Program

NOTE: If you are printing this document, it is recommended that you print using the highest resolution possible. This will allow for the best resolution of the graphics.

NOTE: If you are viewing this document on your computer, words that appear in [blue](#) are links to either sections in this document, or to internet web pages. If you click on the word, you will move directly to the specified section of the document, or your internet web browser will load and install the specified web page.

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INTRODUCTION

Prior to submitting electronic data diskettes to the Site Remediation Program (SRP), the responsible party should first run the data through the Electronic Data Submittal Application (EDSA) program, and determine if the data meet the administrative and format requirements described in the [SRP-Electronic Data Interchange Manual \(SRP-EDI\)](#). This check ensures that the data are in the correct format, and will be able to be used by the SRP.

BEFORE GETTING STARTED

The PC on which you are running EDSA must have the Windows 95 or Windows 98 operating system. EDSA must be installed on that PC.

The PC should have virus scanning software running in the background. If you are unsure of this, please check with your Database Administrator. The SRP runs virus scanning software, however, it is best if diskettes are scanned for viruses prior to submittal to the SRP.

RUNNING EDSA

Double click on the EDSA icon. This will start the EDSA program. The startup screen is shown below in [Figure 1](#):

At this point, there are two ways to proceed. You may [START THE DATA CHECK](#) immediately, or you may click on [UTILITIES](#) to look at the data files first. For the purposes of the following pages, the manual proceeds to run a data check. Use of the "[Utilities](#)" button is described later in the manual.

START THE DATA CHECK

NOTE: There is a Status box at the top of the EDSA screen. Look here to determine the status of the EDSA system as you proceed, as well as for further instructions.

When running the Data Check, there are two ways to proceed. You may evaluate the [ENTIRE DATASET](#), or you may evaluate the [RESULTS FILE ONLY](#).

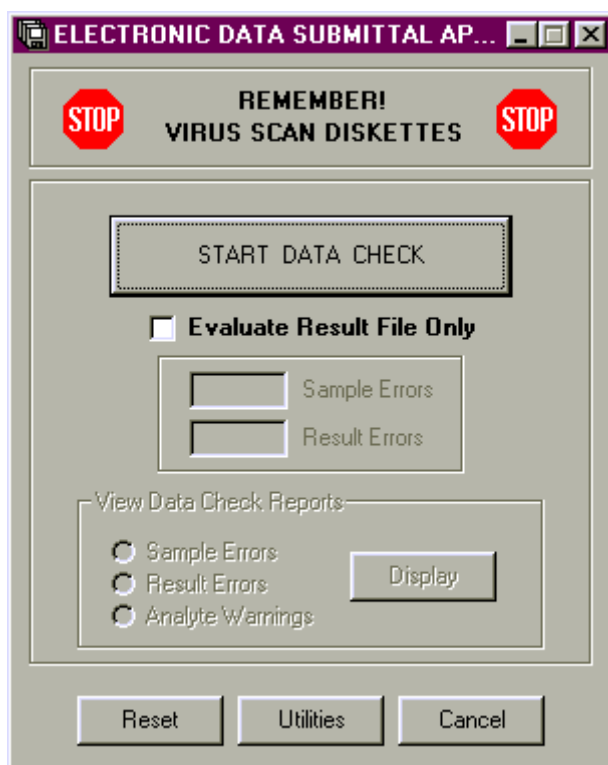


Figure 1: EDSA Program Startup Screen

Evaluate Results File Only

If you are a laboratory, or if you have received the HZRESULT file from a third party (such as the contracted laboratory), you may want to verify that this file is in the correct format before creating the HZSAMPLE and DTST files.

It should be noted that evaluating the results file only does not evaluate whether the HZSAMPLE file and the HZRESULT file are properly linked (e.g., share a common SAMPDATE and SAMPNUM combination specific to each sample). A result file may pass the RESULTS FILE ONLY evaluation, but the dataset may fail the overall evaluation if the sample number and sample date fields are not identical between the two files. Therefore, it is very strongly recommended that all datasets be evaluated in their entirety by the submitting party, regardless of whether a RESULTS FILE ONLY evaluation was performed.

To evaluate the results file only:

1. Insert into the A: drive the disk that contains the submittal.
2. Select the "Evaluate Results File Only" box (see [Figure 2](#)).
3. Click on the Start Data Check button.
4. The system will search for the disk in the A: drive.

NOTE: If you have put the data elsewhere (i.e., C: drive, network drive), and there is no disk in the A: drive, the EDSA program will skip the A: drive and instead check the C: drive. Please note that these instructions will discuss the steps to take when the data are on a disk in the A: drive.

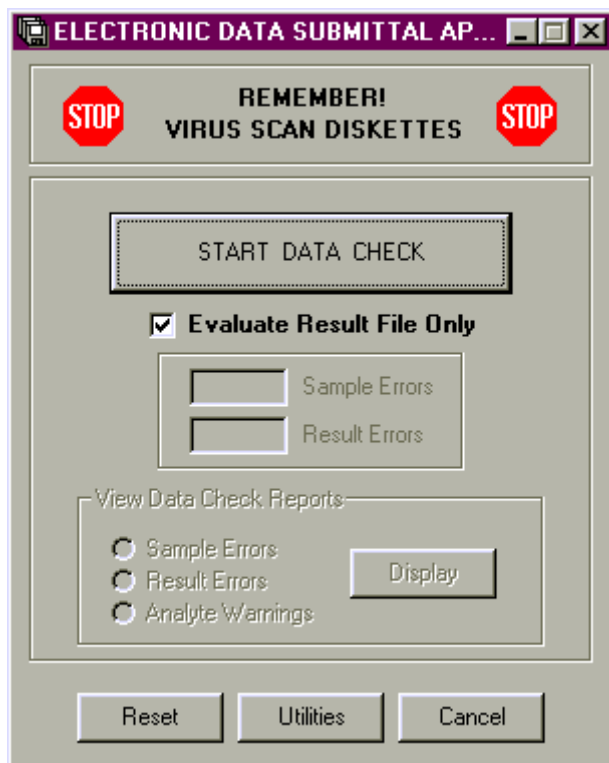


Figure 2: "Evaluate Result File Only" Selection Box

A screen will appear, listing only the "HazSite" compatible files, which means files that are named DTST, HZSAMPLE or HZRESULT (see [Figure 4](#)). If no list of files appears, that means that the files were either named incorrectly or not submitted at all. You can click on the "Files of Type" pull down and select "All files." If the files are named incorrectly, a list of those files will now appear. The files need to be renamed to the correct names, or the EDSA program will not be able to evaluate the dataset.

5. Select any file in the directory (either DTST, HZSAMPLE, or HZRESULT), and then click on the "Open" Button. The HZRESULT file will then be evaluated.

Refer to the Section "[File Processing](#)," for what happens as EDSA evaluates the file format.

Evaluate Entire Dataset

1. Insert into the A: drive the disk that contains the submittal.
2. Make sure that the "Evaluate Results File Only" box **IS NOT SELECTED** (see [Figure 3](#)).
3. Click on the Start Data Check button.

4. The system will search for the disk in the A: drive.

NOTE: If you have put the data elsewhere (i.e., C: drive, network drive), and there is no disk in the A: drive, the EDSA program will skip the A: drive and instead check the C: drive. Please note that these instructions will discuss the steps to take when the data are on a disk in the A: drive.

Again, a screen will appear, listing only the "HazSite" compatible files, which means files that are named DTST, HZSAMPLE or HZRESULT (see [Figure 4](#)). If no list of files appears, that means that the files were either named incorrectly or not submitted at all. You can click on the "Files of Type" pull down and select "All files." If the files are named incorrectly, a list of those files will now appear. The files need to be renamed to the correct names, or the EDSA program will not be able to evaluate the dataset.

5. Select any file in the directory (either DTST, HZSAMPLE, or HZRESULT), and then click on the "Open" Button. The entire dataset will be checked.
6. Refer to the following section, "[File Processing](#)," for what happens as EDSA evaluates the file format.

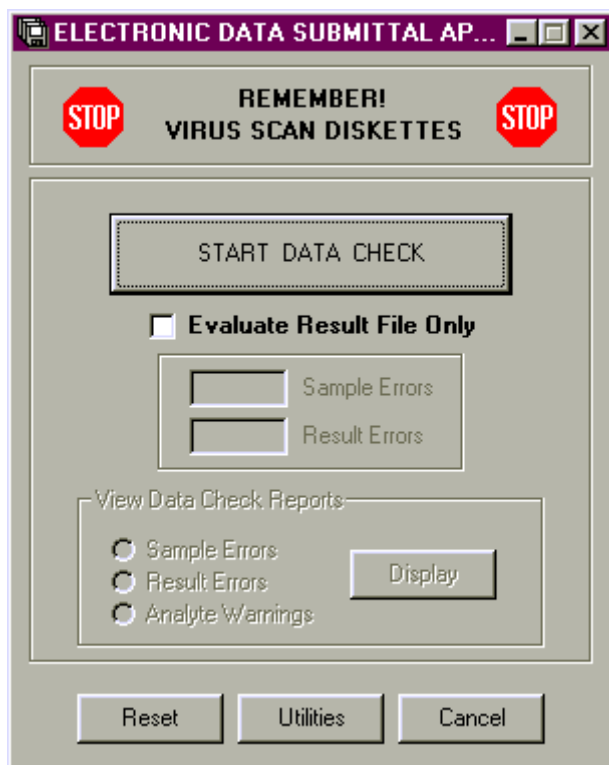


Figure 3: "Evaluate Entire Dataset" screen

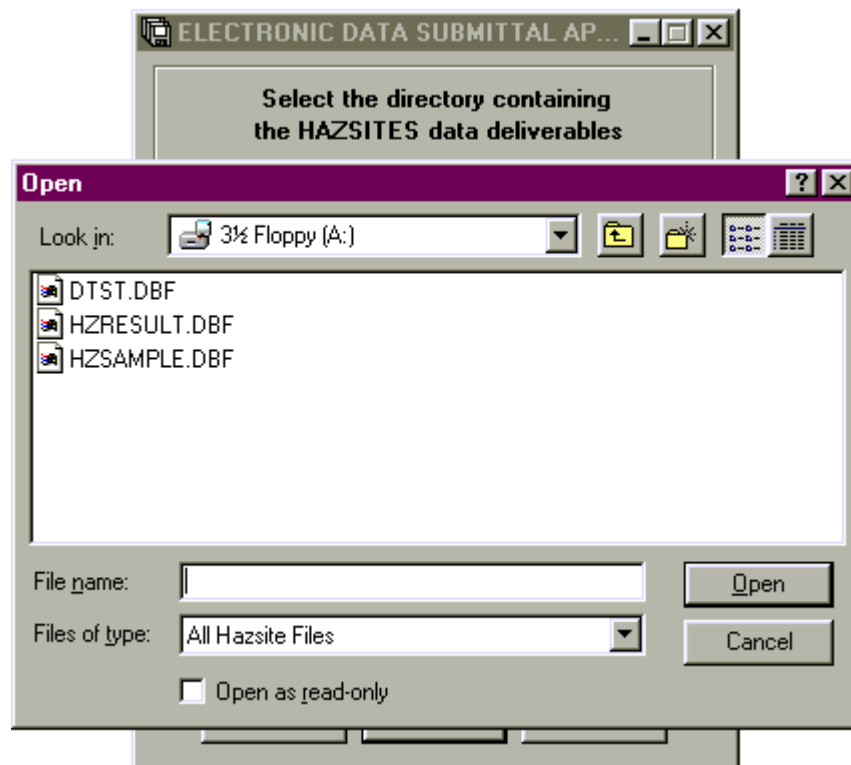


Figure 4: "Select Files to Evaluate" Screen

File Processing

1. As EDSA is checking the files, various screens will appear, detailing the progress of the program. Shown below is one of the screens ([Figure 5](#)):
2. Additional screens will indicate that the SAMPLE file is being processed and then that the RESULT file is being processed.
3. When EDSA is done checking the dataset, if the data are correctly formatted, you will see a message in the Status Box and Pop-Up screen that says "HAZSITE files have passed evaluation" ([Figure 6](#)).
4. If the data are not correctly formatted, a message box will appear on the screen, stating that "The files have not passed the EDSA check" ([Figure 7A](#)). After you click on the OK button in the message box, you will return to the main EDSA screen, and a message will appear in the Status Box at the top of the screen, stating "Please review error reports for ..." This indicates where the source files (i.e., the dataset being evaluated) are located, as well as the location where the error reports have been written ([Figure 7B](#)).

NOTE: Error reports are written, regardless of whether the dataset passes or fails the EDSA format check.. If the files pass the check, both the sample and result error reports will state that **"No (HZSAMPLE/HZRESULT) errors have been identified!"** Refer to the following section ([Review Error Reports](#)) for descriptions of the different error reports generated by the EDSA program.

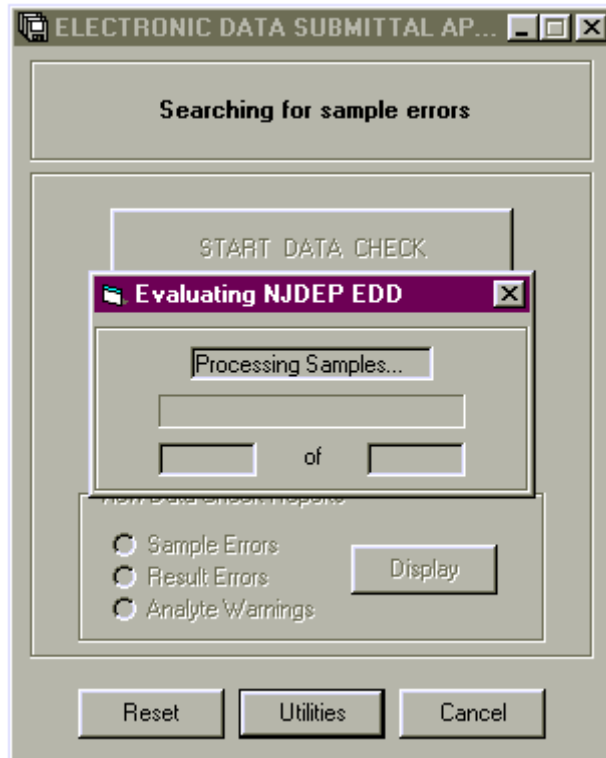


Figure 5: "Processing Samples" Screen

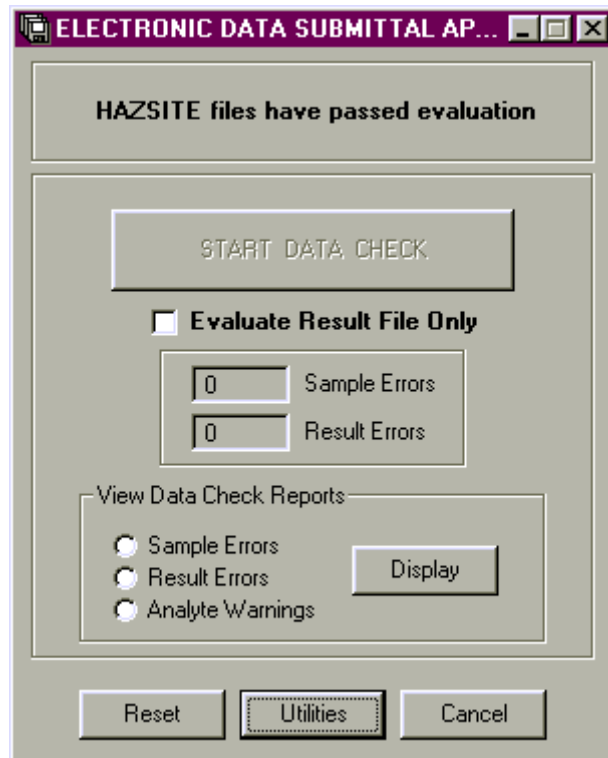


Figure 6: "Files Passed Evaluation" Screen

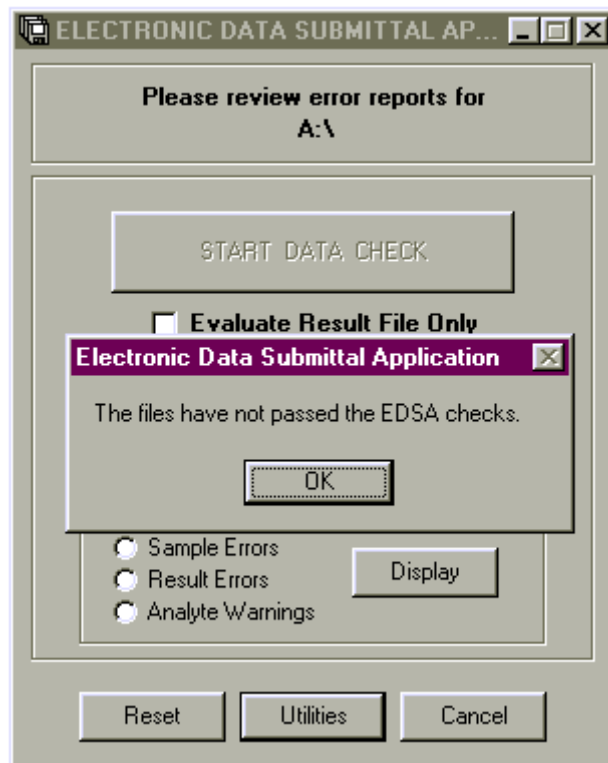


Figure 7A: "Files Failed" Screen

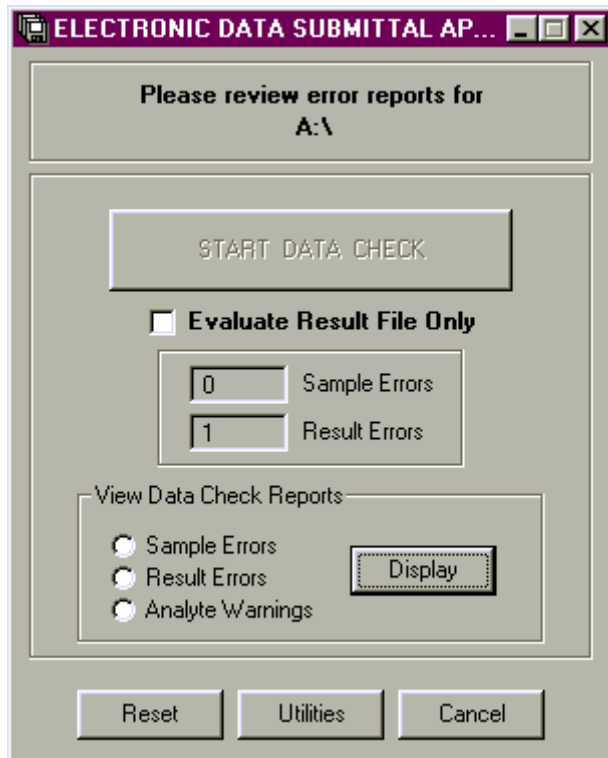


Figure 7B: "Files Failed" Screen

REVIEW ERROR REPORTS

1. The screen on the EDSA main menu will show you the number of errors in each file: Sample Errors and Result Errors.
2. Select one of the three buttons to review the Error Reports: [Sample Errors](#), [Result Errors](#), or [Analyte Warnings](#), then click on the "Display" button ([Figure 8](#)).
3. The selected report will open up in a Windows Notepad file.

Sample Errors: this report details errors that are found in the HZSAMPLE file. The name of this file is "**ersample.txt**."

Result Errors: this report details errors that are found in the HZRESULT file. The name of this file is "**erresult.txt**."

Analyte Warnings: this report is a list of analytes whose associated CAS # is not recognized by the EDSA program. The name of this file is "**rstp.txt**." The EDSA program includes a file that lists common analytical parameters and associated CAS #s. At this time, the list does not include synonyms for the various analytes (i.e., the list includes trichloro**ethylene**, but does not include trichloro**ethene**). Therefore, if the result file includes **trichloroethene** as an analytical parameter, EDSA will flag this as a possible error (refer to the [NOTE](#) at the end of this section), and include it in this "analyte warnings" report. The submitting party should review this file prior to submittal to the SRP, to verify the following:

1. Verify that the CAS # matches the analytical parameter, even if a synonym

Examples:

- a. You listed the analytical parameter as trichloroethene, and the Analyte Warnings report states that the CAS # listed is for trichloroethylene; this would be acceptable.
 - b. You listed the analytical parameter as trichloroethene, and the Analyte Warnings report states that the CAS # listed is for benzene; this would be unacceptable. In situations where the CAS # does not match the analytical parameter, you need to make the appropriate corrections.
2. If the contaminant is a Tentatively Identified Compound (TIC), you should verify that the letter T is in the Result Type (RESULTTYPE) field for that specific contaminant.

NOTE: At this time, incorrect analytes will not cause the data to fail the EDSA check, if these are the only error. In the future this will be changed, and the analyte must be presented according to the SRP valid values list.

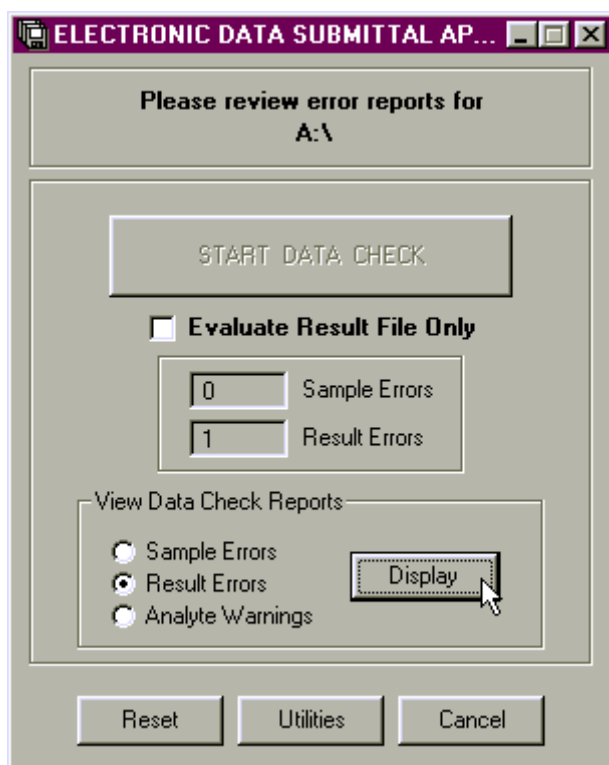


Figure 8: "Display Error Reports" Screen

UTILITIES: File Review

An additional tool is included as part of the EDSA program, which allows the user to view the various dataset files. This "File Review" tool is available by clicking on the "Utilities" button ([Figure 9](#)).

NOTE: This tool functions using Microsoft Excel. If you do not have this program on your computer, this tool will not function properly. It should be noted that the New Jersey Department of Environmental Protection does not endorse the use of Microsoft Excel over any other spreadsheet or database program.

1. To Review the Dataset File, click on Review DTST. A screen will come up with all DTST information ([Figure 10](#)).
2. To View Sample and Results files, you need to select either Submitted Samples or Submitted Results, and then click on View Files. An Excel spreadsheet of the selected file will appear. The files will open as "read only," and therefore you cannot edit the files from within this EDSA tool. The files can be edited once the EDSA program is cancelled.

NOTE: A second tab is available from the Utilities screen ("Catalog"). This tool is not active in the version of the EDSA program available to the public.

3. When you are done using the Review Files utility, click on either the OK or Cancel button to return to the main EDSA screen.

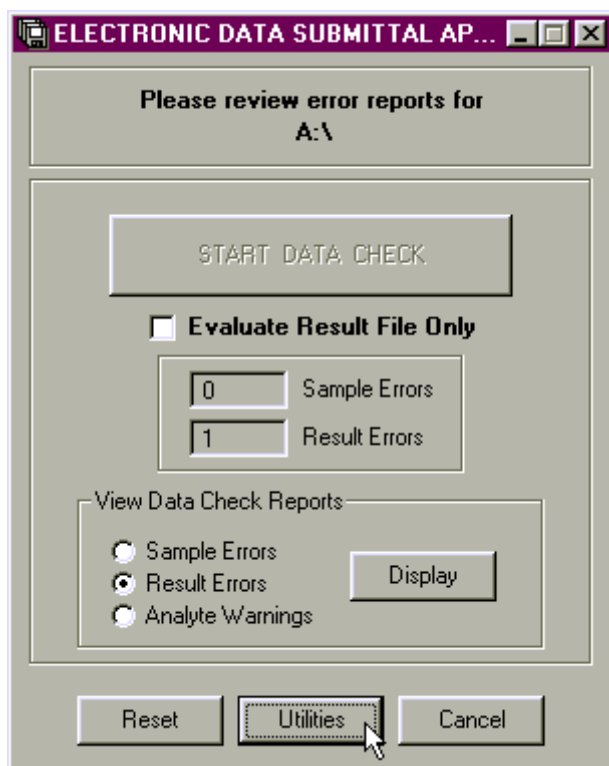


Figure 9: "Utilities" Button

RUNNING ADDITIONAL DATASETS

To run additional datasets through the EDSA program, click on the "Reset" button located at the bottom left of the main screen. You must do this prior to running each additional dataset ([Figure 11](#)).

QUITTING THE EDSA PROGRAM

To quit the EDSA program, click on the "Cancel" button, located at the bottom right of the main screen ([Figure 12](#)):

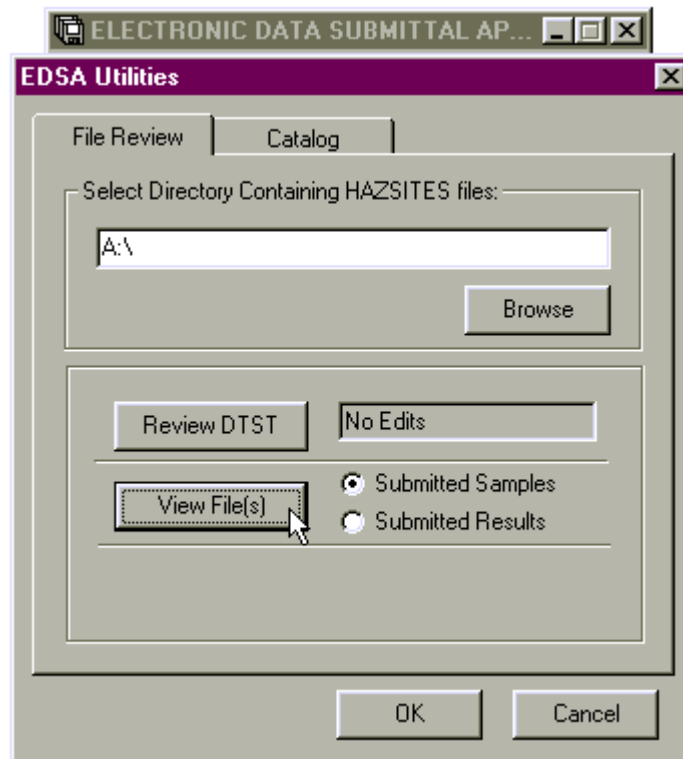


Figure 10: "Utilities" Screen - "View Submitted Files"

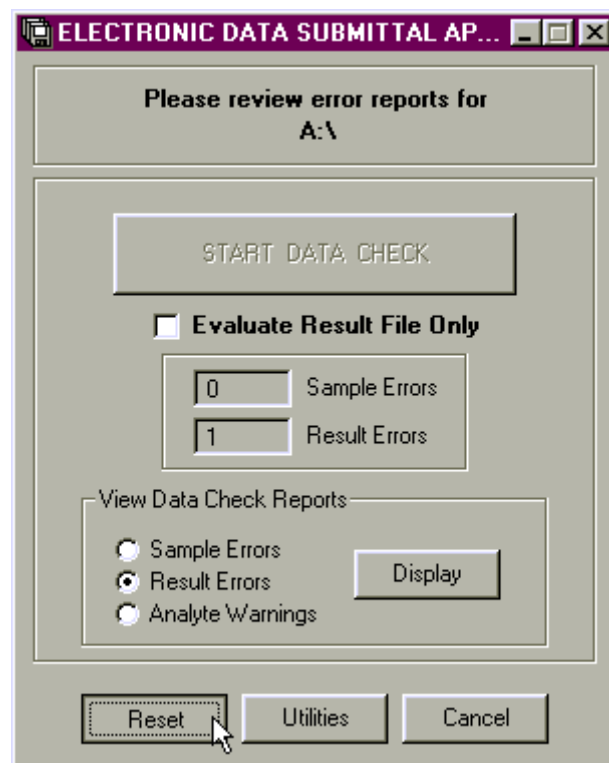


Figure 11: "Reset" Button

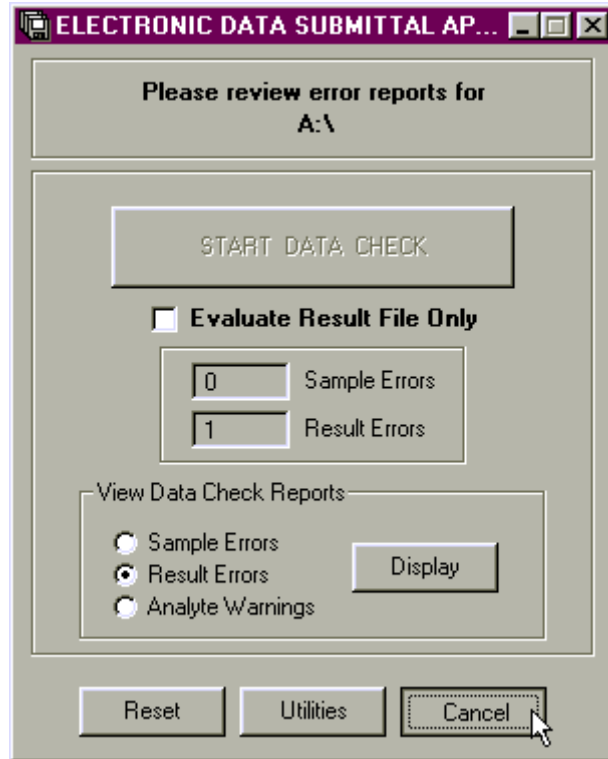


Figure 12: "Cancel" Button

CONTACTING THE SRP

If you encounter problems while installing or using the EDSA program, it is requested that you first go to the Electronic Data Submittal (EDS) [Frequently Asked Questions](http://www.state.nj.us/dep/srp/regs/hazsite/eds_faq.htm) internet webpage prior to calling or emailing the SRP, to see whether your questions are already listed and answered.

Internet Addresses:

1. SRP-HAZSITE: <http://www.state.nj.us/dep/srp/regs/hazsite>
2. FAQ: http://www.state.nj.us/dep/srp/regs/hazsite/eds_faq.htm
2. SRP-EDI: http://www.state.nj.us/dep/srp/regs/hazsite/edi_mans.htm

To contact the SRP:

1. EDS Help Desk: 609-633-1380
2. Bureau of Planning and Systems (BPS): 609-292-9418
3. Email the EDS Help Desk: hazsite@dep.state.nj.us